

6 ATTACHMENT 3 – Work Plan

Attachment 3 must contain description of the anticipated tasks necessary to complete each project in the Proposal. Tasks should be organized by the four budget categories, as applicable: (a) Direct Project Administration, (b) Land Purchase/Easement, (c) Planning/Design/Engineering/Environmental Documentation, and (d) Construction/Implementation. The Work Plan should also identify the anticipated deliverables for each task. Discuss the current status of the project, including permitting activities, that indicates the current stage of each task. The Work Plan is limited to five pages (min 10-point type font) per project. Any information included beyond the five pages (for each project) will not be reviewed. Maps/figures will count against the page limitation, since they should be presented in Attachment 2, Project Justification. Information contained in Attachment 3 will be used by DWR reviewers to score questions #4, 15-18, 20-21, and 23 contained in Table 10.

6.1 Conjunctive Exchange Program

6.1.1 Budget Category (a): Direct Project Administration

6.1.1.1 Task 1 – Administration and Management

Tulare ID will administer the Cordeniz Basin Project and work to manage and account for all aspects of the Program. District staff will take the lead for construction services and construction review for the project. Work performed by TID in this task will include coordination with consultants and stakeholders, attending meetings, and processing performance measures and invoices. This effort will be regularly evaluated at monthly project meetings between the Project Manager, District staff working on the project, consultants working for TID, and selected contractors. At these meetings, the previous month will be reviewed, issues in implementing the project will be discussed, and action items will be established for the next month.

6.1.1.2 Task 2 - Labor Compliance Program

A majority of the construction is anticipated to be completed by District staff. This includes all earthwork and facility construction. TID will, however, contract out the construction of the monitoring wells and a few other minor facility installations such as the fencing. As part of this project Tulare ID will implement and enforce its Labor Compliance Program pursuant to California Labor Code §1771.5(b). In compliance with California Labor Code §1771.8, TID's Labor Compliance Program will be in place at the time of contract award for this submitted project. This program will be created and enforced by a third party consultant.

As part of all work accomplished by TID, either through contractor or by District staff, the TID standard practice is to verify prevailing wage rates for applicable personnel. In contracted situations, the District requires contractors and their sub-consultants to submit weekly certified payroll. This information is then reviewed and compared to Tulare County prevailing wage rates to verify that the appropriate wages and benefits have been paid to employees working on TID projects. For District employees, this is very rarely an issue because TID compensates their staff at higher than prevailing wage rates. However, whenever there is a construction project undertaken by the District, these rates are verified by TID's accounting staff to ensure that appropriate compensation is provided to employees and that the District is in compliance applicable portions of the California Labor Code.

Another part of the District's standard practice is to verify that all contractors employed by TID for construction projects are appropriately licensed by the State of California and are in good standing.

Further, before commencing work, the contractor shall obtain at his own expense, and agrees to keep in effect during the life of this Contract, insurance in a company or companies acceptable to the Owner. All insurance, excepting Workers' Compensation and Occupational Disease Insurance, shall include, at a minimum, as additional insured: the Owner, the County, the State, the Federal Government, District's consultants, and their officers, employees, consultants and agents.

6.1.1.3 Task 3 - Reporting

District staff will undertake the reporting effort the Conjunctive Use Project and will work to provide required materials to Kaweah Delta WCD consistent with what is outlined in this grant application and with the contract that KDWCD will sign as proposing agency for this IRWM grant with the State of California. Reporting, accounting, and administration will regularly be evaluated at monthly project meetings between the Project Manager, TID staff working on the project, consultants working for TID, and selected contractors. At these meetings progress, progress reports will be generated by the group that include site pictures of recent progress being made, and applicable construction logs will be included if available.

TID will also generate reporting of project progress to the IRWM group and to the Tulare ID's Board of Directors on a monthly basis.

➤ **Budget Category (a) Deliverables to DWR:**

- Submit monthly financial statements/invoices (part of quarterly reports)
- Proof of labor compliance (upon request)
- Quarterly Progress Reports
- Final Report(s) as specified in Grant Agreement

6.1.2 Budget Category (b): Land Purchase/Easements

6.1.2.1 Task 4 – Land Acquisition and Easements

A Joint Purchase Agreement was entered into between TID and KDWCD for the purchase of the recharge site. The purchase transaction for APN 148-040-045 was recorded on May 27, 2014.

Additionally, TID will acquire easements across adjacent property for the realignment of the Serpa Ditch. At the time of this application the easements have not been finalized, however, easements are expected to have a width of about 20 feet for the length of the easement.

➤ **Budget Category (b) Deliverables to DWR:**

- Documentation of property ownership acquisition (upon request)
- Documentation on Record of Survey for pipeline easements on adjacent properties

6.1.3 Budget Category (c): Planning/Design/Engineering/Environmental Documentation

6.1.3.1 Task 5 – Environmental Compliance

This project will require compliance with both California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA). Use of federal funding through the U.S. Bureau of Reclamation (USBR) triggers the need for NEPA. The NEPA process will include a consultation with USBR and the development of an Environmental Assessment (EA). The District and its consultant will develop an EA and then collaborate with the Bureau to publically notice and adopt the appropriate findings. This process is already underway and the draft EA is expected to be in USBR review with potential for public noticing shortly after submission of this application.

Concurrently, the District and their consultant will develop documentation for CEQA compliance. The CEQA documentation will be a part of the EA process with USBR (as an attachment), however, the District is responsible for completing the requirements under CEQA. Since there is linkage between the CEQA and NEPA documents, resulting in both being developed simultaneously, the CEQA document will be near the same level of completeness as the NEPA document at the time the grant is submitted.

6.1.3.2 Task 6 –Design

This task includes finalizing design of Cordeniz Basin, Serpa Ditch Relocation, and monitor well locations. Once design has been finalized, a final plan set and construction documents will be compiled. At the time this grant is submitted, design should be approximately complete and the final plan set near a 90% level of completion. After design has been completed and information is available from the Study and Policy, a Project Performance Monitoring Plan will be developed to discuss the changes and goals expected with implementation of the Program and how these changes and goals will be monitored.

6.1.3.3 Task 7 – Groundwater Recharge Capacity Study

The Groundwater Recharge Capacity Study (Capacity Study) is intended to develop a water balance for the District and highlight the amount of overdraft occurring within jurisdictional boundaries of the District. Once overdraft has been quantified, the District will then be able to determine the amount of recharge needed to offset set this value. This work is also being pursued in order to address issues associated with SGMA.

6.1.3.4 Task 8 – Groundwater Recharge Basin Strategic Plan

This task will follow the Capacity Study. Once the District has determined how much recharge capacity (acreage) is required to address overdraft and the loss of water to the San Joaquin River Restoration Program (Restoration), the District shall embark on a Groundwater Recharge Basin Strategic Plan (Strategic Plan). The Strategic Plan is intended to be a guidance document establishing goals and associated processes to achieve these goals. Specifically, the District will be looking for best management practices to enhance and stabilize groundwater recharge rates in existing and new recharge basins.

6.1.3.5 Task 9 – Develop Exchange Policy

This task will run concurrently with the Strategic Plan. The Exchange Policy (Policy) is intended to establish terms and conditions associated with the District's exchange of wet year water for dry year water.

6.1.3.6 Task 10 – Permitting

The District will need a number of permits for the construction portion of the project. Below is a list of anticipated permits:

- Grading Permit: This permit, obtained through Tulare County, will act as the construction permit
- Dust Control Plan (DCP): District staff will prepare and submit documentation to the San Joaquin Valley Air Pollution Control District for a DCP and perform an air impact analysis for a permit.
- Storm Water Prevention Plan (SWPP): The District and its consultant will prepare and submit the plan to the State Water Resources Control Board (SWRCB) for approval. The consultant will be responsible for implementation of the approved SWPP requirements.
- **Budget Category (c) Deliverables to DWR:**
 - Copies of CEQA and NEPA environmental documentation
 - Final Design Plans
 - Copies of final reports from the Capacity Study and Strategic Plan
 - Documentation of District Exchange Policy
 - Copies of necessary permits
 - Project Performance Monitoring Plan

6.1.4 Budget Category (d): Construction/Implementation

6.1.4.1 Task 11 – Cordeniz Basin Construction

The construction of the Cordeniz Basin is the first step in advancing the Conjunctive Exchange Program and will help the District import wet year water and utilized the groundwater recharge capacity to meet grower demands in dry years. Basin construction will include: staking, excavation, construction of levees, and grading.

6.1.4.2 Task 12 – Serpa Ditch Relocation/Upgrades

In order to fully utilize the new Cordeniz Basin, the District must realign and improve the existing Serpa Ditch, which is the conveyance channel that will deliver water to the basin. Construction associated with the Serpa Ditch include: abandoning existing earthen ditch alignment, staking new ditch alignment, constructing a new head works structure, and installing pipelines.

6.1.4.3 Task 13 – Monitoring Wells

The on-going monitoring of the groundwater recharge capabilities of the Cordeniz Basin will be integral to determining the performance of the project. The District intends to strategically locate up to 4 shallow groundwater piezometers around the basin to monitor groundwater levels. The District will also install five deeper groundwater monitor wells located strategically around the basin to track depth to groundwater.

➤ **Budget Category (d) Deliverables to DWR:**

- Field Inspection Reports (upon request)
- As-built plans (if necessary)
- Initial groundwater monitoring data

6.2 Well Abandonment Project

6.2.1 Budget Category (a): Direct Project Administration

6.2.1.1 Task 1 - Administration

The County of Tulare will administer the Well Abandonment Project and work to manage and account for all aspects of the project. County staff and consultants will undertake contracting for construction services and construction review for the project; will establish schedules, and evaluate the quality of completed project work. This effort will be evaluated at monthly project meetings between the Project Manager, Tulare County staff working on the project, consultants working for Tulare County, and selected contractors. At these meetings progress, action items from the previous month will be reviewed, issues in implementing the project will be discussed, and action items will be established for the next month.

6.2.1.2 Task 2 - Labor Compliance Program

The County of Tulare has an adopted and enforces a labor compliance program. As part of the work in this task, the County will ensure the full enforcement of its existing labor compliance program pursuant to California Labor Code §1771.5(b), which County Counsel believes is compliant with State Law.

As part of all work accomplished by the County, either through consultant, contractor or by County staff, the County's standard practice is to verify prevailing wage rates for applicable personnel. In contracted situations, the County requires contractors and their sub-consultants to submit weekly certified payroll. For consultants, the County requires monthly invoices be submitted for work completed and that those invoices show employee category, hours worked within the time period and a separate total for reimbursable expenses. This information is then reviewed and compared to Tulare County prevailing wage rates to verify that the appropriate wages and benefits have been paid to employees working on County projects. For County employees, this is rarely an issue because the County compensates staff at higher than prevailing wage rates. However, whenever there is a construction project undertaken by the County, these rates are verified by the County's accounting staff to ensure that appropriate compensation is provided to employees and that the County fully complies with all portions of the California Labor Code.

Another part of the County's standard practice is to verify that all contractors employed by the County for construction projects are appropriately licensed by the State of California and are in good standing. According to Tulare County ordinance code, only a person licensed pursuant to the Business and Professions Code of the State of California to engage in well drilling who possess an active C-57 contractor's license would be contracted for the destruction of an abandoned well.

Before commencing work, the contractor shall obtain at his own expense, and agrees to keep in effect during the life of this Contract, as a minimum requirement, the proper insurance in a company or companies acceptable to the Owner. All insurance, excepting Workers' Compensation and Occupational Disease Insurance, shall include as additional insured: the Owner, the County, the State, the Federal Government, all County consultants, and their officers, employees, consultants and agents.

6.2.1.3 Task 3 - Reporting

Tulare County staff will undertake the reporting effort for the Well Abandonment Project and will work to provide required materials to Kaweah Delta Water Conservation District (KDWCD), who will forward them

to DWR consistent with what is outlined in this grant application and with the contract that KDWCD will sign as a proposing agency for this IRWM grant with the State of California. Reporting, accounting, and administration will regularly be evaluated at monthly project meetings between the Project Manager, County staff working on the project, consultants working for the County, and selected contractors. At these meetings progress, notes will be kept that will be used to help generate the progress reports to be shared with DWR on the schedule agreed to in the contract with KDWCD.

Additionally, under this task the County will work to deliver documentation to DWR for statutory exemption or ministerial actions that the County plans to rely on for CEQA compliance for project construction activities (demolition of wells). Since the construction activity is a continuation of a previous project (Round 1 Implementation Grant) no new environmental documentation is expected and will be reported under this task instead of including an entire task dedicated to the environmental documentation.

➤ **Budget Category (a) Deliverables to DWR:**

- Proof of labor compliance (upon request)
- Submit monthly financial statements/invoices (part of quarterly reports)
- Quarterly Progress Reports
- Final Report(s) as specified in Grant Agreement
- CEQA exemption documentation

6.2.2 Budget Category (b): Land Purchase/Easements

There are no purchases of land or easements currently envisioned in this project.

➤ **Budget Category (b) Deliverables to DWR: None**

6.2.3 Budget Category (c): Planning/Design/Engineering/Environmental Documentation

6.2.3.1 Task 4 – Assessment and Evaluation

As this Project is a continuation from a previous project (2011 Implementation Grant), much of the planning has been completed to date. During the previous project effort of properly abandoning unused wells, the County of Tulare found that there was an even greater need for properly abandoning unused wells, which has been exacerbated by the drought. The assessment and evaluation for this effort is centered on selection of the 100 wells to be properly abandoned. The following outlines the work to be performed under this task.

6.2.3.1.1 Task 4.1 – Outreach to Private Well Owners

The County will conduct outreach regarding water supply and quality issues facing disadvantaged communities within the Kaweah River Basin IRWM area. Self-Help Enterprises will provide technical assistance to private well owners contacted and to those needing services. These two groups will interact with communities without reliable sources of safe drinking water as part of this project, including communities with private wells with known or suspected contamination. The described outreach may include community meetings, printed materials, door-knocking, and surveying. Visual materials (brochures) will be produced to give residents accurate and concise information about groundwater contamination and how it may affect their families. Expected duration of this task is approximately seven months.

6.2.3.1.2 Task 4.2 – Income Assessment

Based on the previous effort (2011 Implementation Funding) and public outreach activities, the County knows where many of the abandoned or unused wells are located within the Kaweah region. The County will evaluate the income of landowner seeking a private well in order to determine the level of aid to be made available for each well. Targeted participants are low-income families who would not be able to afford the cost of well destruction on their own, and therefore would probably never do it. Amnesty will also be offered for any Tulare County penalty fees as part of the participation in the program. The County's assistance program would provide up to 50% of the costs of the well abandonment, up to \$4,000, for applicants with qualifying abandoned wells. Applicants with a household income of less than 80% of the Statewide Median Household Income would qualify for County payment of 100% of the well destruction costs up to \$4,000 per well. Expected duration for this task is six months, running concurrently with Tasks 4.3 and 4.4.

6.2.3.1.3 Task 4.3 – Selection of Wells for Destruction

Tulare County will select approximately 100 of the private domestic unused wells in areas identified as threatening critical water supplies of disadvantaged communities for financial assistance toward proper well abandonment. The selection of wells will be on a first come first serve basis, for applicants that qualify for financial assistance. To participate, the applicant (who will be required to be a homeowner) will be required to sign an agreement with Tulare County and provide their share of the costs to destroy the abandoned well. The County's agreements will set forth the obligations of all parties and be signed by a representative from Tulare County Environmental Health Services, the Drilling contractor and the property owner. These agreements would include right of entry, liability indemnification, use of licensed contractor, amount owed by each party, work to be conducted, etc. The expected duration of this task is approximately six months.

6.2.3.1.4 Task 4.4 – Gather and Verify Permission to Enter Forms

As stated in the previous task, participants will be required to enter an agreement with the County. The agreements include right of entry permissions. As the County and participants enter agreements, the County will verify that all forms are signed by the property owner of record. This task is expected to run concurrently with Task 4.3 and also have a duration of approximately six months.

6.2.3.2 Task 5 – Permitting

In order to accomplish the destruction and abandonment of the wells, a permit must be secured by the County with the owner of the well granting permission for County staff and the well destruction contractor and his crew to enter his or her property. Part of this permit will describe the condition to which the project site will be restored after construction is complete.

Per Section 4-13-1245 of the Tulare County Ordinance Code, a permit from the County of Tulare is required to destroy a well. Application for this permit shall be made to the Health Officer and shall provide all information pertaining to the project as required by the Health Officer. Applications shall be signed by the owner or his authorized designee. The Health Officer may prescribe additional conditions if they determine they are required to prevent contamination or pollution of underground waters. Permit conditions are appealable pursuant to section 4-13-1275 of this Article. A well permit shall be valid for six (6) months from the date of issuance.

➤ Budget Category (c) Deliverables to DWR:

- Public Outreach material (upon request)
- Copies of necessary permits
- Project Performance Monitoring Plan

6.2.4 Budget Category (d): Construction/Implementation

6.2.4.1 Task 6 – Construction Contracting

No construction contracting work has been accomplished for this phase of the Project. However, a similar contracting process occurred through the first phase of this work (2011 Implementation Funding). The tasks listed below would be accomplished as part of the project after it was selected for grant funding.

6.2.4.1.1 Task 6.1.1 – Public Bid Project

A notice to bidders will be published in a local newspaper publication on the same day of the week in three successive weeks. This notice will provide the official title for the project and briefly describe the work sought from bidding contractors. It will also present the location where bids shall be submitted as well as the date and time when bids will be publicly opened and read. The notice will describe the required conditions of the bid packet for acceptance and will describe the required mandatory pre-bid meeting's date, time and place. The notice shall describe where bidding documents can be acquired and their cost. Further the notice shall describe to bidders that prevailing wages will be required for the job, that bidder's bonds in the amount of 10% of the base bid are required, and the required contractor's license classification for the project.

6.2.4.1.2 Task 6.1.2 – Bid Document Preparation

Prior to, and as part of the public bid solicitation process, the County will prepare documentation for the public bid. Documentation will include: work description, bid opening details, and bonds required. Addendum(s) will be developed, if necessary, if questions arise from bidders during the bidding process.

6.2.4.1.3 Task 6.1.3 – Bid Opening

The County to conduct the bid opening; an attendance sheet will be kept for the bid opening. The project manager, or his representative, will keep the official clock as to when the time for acceptable bid submittals has passed. After that time has been declared, all submitted bids will be collected, will be opened and the submitting contractor and total bid amount and will be read aloud to those present. Then this meeting will be closed and the project manager, or his representative, will begin evaluating the submitted bids.

6.2.4.1.4 Task 6.1.4 Bid Evaluation

The contractor's license, the bond amounts, the bond rating of the issuing company, the insurance and the contractor's history of claims, the math involved in the bid proposal, the preliminary project schedule, the sub-consultants listed, similar project experience, listed references, as well as the certifications and required forms will all be checked against what was required in the contract documents. A summary of this evaluation of bids will be generated for the County staff and the Board of Supervisors to consider.

6.2.4.1.5 Task 6.2 – Contract Award

After the selection of the successful bidder for the project by the County's Board of Supervisors, the project manager, or representative, will prepare the Notice of Award for submittal to and signature from the selected contractor. The project manager, or representative, will work to issue and have signed all remaining documents within the contract and review, receive and verify all project bonding, and comment and

eventually approve all product submittals and submitted plans. A flier will be produced for the contractor regarding any cultural resource or sensitive species issues that need to be kept in mind during construction and regularly checked.

6.2.4.1.6 Task 6.3 – Pre-Construction Meeting

After the contract has been awarded and all verifications have been completed, the project manager or his representative will set at a date and time with the contractor for a pre-construction meeting. Along with discussion on project management and administration, safety, sensitive areas, and timeline, the project manager will issue the Notice to Proceed. This notice will officially begin the contractor's allowable timeframe for the construction of the project.

6.2.4.2 Task 7 – Well Deconstruction and Abandonment

The County will aim to destroy up to 100 unused wells in priority areas for abandonment. The contractor must prearrange deactivation of power through either a breaker on a control panel or deactivation of the electrical service by the utility. The following well destruction procedures shall be followed: (a) the well shaft shall be cleared of any obstructions. (b) A hole shall be excavated around the well casing to a depth of six feet (6') below the ground surface. This top six feet (6') of well casing shall be removed. (c) The shaft shall be filled to within 20' of the top of the remaining shaft with inorganic fill material. (d) The top 20' of the remaining shaft shall be filled with impervious material. Such impervious material shall be allowed to spill over into the excavation to form an effective seal. After such impervious material has set, the excavation shall be backfilled with native soil.

Where a well penetrates one or more aquifers containing water the quality of which is such that water in other aquifers will be significantly reduced if the waters are allowed to intermingle, in addition to the impervious seal, the Health Officer shall require that the shaft be sealed at such depths that no such intermingling of waters will occur through the shaft or through the annular space. In destroying gravel packed wells, the casing shall be perforated opposite the area to be sealed. The sealing material shall then be placed within the casing, completely filling the portion adjacent to the area to be sealed and then forced out under pressure into the gravel envelope.

Site visits to the Project site to check on the construction of facilities as per the intended design at critical times; being present at concrete pours to test concrete slump and verify truck tags, and be available for compaction tests. In general, it was envisioned that on average two visits per week would be necessary, and that field reports would be generated for each visit.

➤ Budget Category (d) Deliverables to DWR:

- Bid Package
- Copy of Contract with Contractor (upon request)
- Field Inspection Reports (upon request)